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ABSTRACT

TNSTITUTION

A change in policy of the Defense Documentation Center (DDC) with regard to supplying hard copy and/or microforms of reports caused problems to users of the DDC Technical Report Service. Discussions among users of the service, a questionnaire survey and committee reports summarized basic user concerns, provided selected statistics and a look at (1) abstract bulletins and indexes, (2) categories for selective dissemination of information (SDI), (3) field office viewing facilities, and (4) acquisitions procedures. The changes recommended in the policies and procedures are: standardization of abstract bulletins and indexes and SDI categories, reestablishment of viewing facilities in the Greater Washington, D.C. area, modification of acquisition procedures and improvement in present DDC services by direct and faster service to users, provision of free hard copies and a policy change on limited documents. (AB)



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INFORMATION HANG-UPS

Problems Encountered by Users of the Technical Information Services Offered by DDC and CFSTI, With Recommendations for the Future

September 1969

Committee of DDC Users in the Greater Washington, D.C. Area



FOREWORD

On July 1, 1968, the Defense Documentation Center (DDC), instead of providing a free document service to the defense community (government agencies and defense contractors), began to charge \$3.00 for all hard (paper) copies of reports received into their system after August 1965, while continuing to supply microfiche copies free of charge. Further, payment for classified documents had to be made to the Clearinghouse for Federal Scientific and Technical Information (CFSTI) before the hard copy of the document could be supplied from DDC.

To many users of these technical report services, once the initial shock was over, this appeared to be a cumbersome, delaying, and expensive procedure. Government agencies were caught short because funds had not been appropriated for the added unexpected expense. Government contractors were caught in the middle because speed of retrieval was of prime importance, microfiche copies were received sometimes weeks sooner than hard copy, and users were demanding hard copy to use. Neither were equipped with an adequate number of readers. Little had been done to develop procedures by agencies who previously had not been handling or processing microform. The flow of information lagged while we all tried in various ways to cope with the resultant problems we faced.

One year later now, most of us have accepted and adapted, one way or another, to the real fact that microforms are here to stay. In spite of slow user acceptance and/or processing adjustments, they are real space savers and easy to handle records. However, from experience in dealing with the major government suppliers of technical report literature and from conversations within the "invisible college" of library and technical information colleagues, it has become quite apparent that a number of common problems still plague us and create concern among the users of these federally sponsored report services. The problems of retrieving bibliographic information, obtaining quick response to queries and orders, processing the film format, bookkeeping individual charges, among others, are still problems.

For this reason, I invited thirty other facilities in the Greater Washington, D.C. area (chosen from the list of "Top 200 Users of DDC Technical Report Service" — Calendar 1967) to attend an unofficial exploratory meeting to be held at IDA on June 24, 1969, to discuss the present state of document information—specifically, the problems encountered since July 1, 1968, as a result of the policy and procedural changes implemented by the Defense Documentation Center (DDC); the ways we as major users have coped with these problems; and the resultant impact on each individual information system.



Approximately twenty-seven facilities responded. We recognized that DDC and CFSTI operate under limitations and constraints which might influence policy, but the consensus at that first meeting was that this group could provide useful feedback to improve the flow and handling of documents and information, from the users' point of view.

At the meeting we discussed the use of microforms, microform readers and printers, indexes, fields of interest and individual problems, such as (1) receipt of microfiche documents with mixed sheets, duplicate sheets or missing sheets, (2) difficulty in marking microforms, particularly in downgrading, (3) addition of CFSTI in the request process, which delays receipt of documents, (4) deposit account statements which are confusing and often in error, (5) use of "NOFORN" on microfiche instead of the correct "Foreign Export Control" statement, (6) costs themselves and the costs of bookkeeping, (7) ways individuals bypass an unresponsive DDC set-up for urgent service.

However, since the purpose of the meeting was not to "beat DDC over the head," we determined to maintain a positive approach, pinpoint major areas of concern and make recommendations as a group. Toward this end, each participating facility agreed to complete a user questionnaire and meet again when the results had been tabulated. They also asked Mrs. Ruth McCullough, Westinghouse Defense and Space Center, who had expressed her intention to attend the FIT/DDC Users' Conference at the Florida Institute of Technology, Melbourne, Florida, on July 2-3, 1969, to represent this Greater Washington, D.C. user group at that conference, which she did. She reported back that the concerns of the Washington group were the concerns of users in other parts of the country and that representatives of DDC and CFSTI encouraged specific constructive recommendations.

At the second meeting, held at IDA on July 24, 1969, five committees were formed to study the specific problems of the Users' Survey, Abstract Bulletins and Indexes, Standardization of Selective Dissemination of Information (SDI) Categories, Field Office Viewing Facilities, and Acquisition Procedures.

At the third meeting, held at IDA on August 19, 1969, these reports were discussed by the entire group, amended, and committed to the committee chairmen as a group to pull it together as a single presentation.

This report, then, is the result of discussions among the forty-five representatives who participated by mail or attended one of the three meetings. It is presented to initiate communication, to take a positive step toward mutual cooperation, and to express appreciation to DDC and CFSTI for their consideration of the proposals which we hope will help us all to achieve a common goal of widest and most efficient dissemination of document information to the ultimate users.

Ruth S. Smith, Head Librarian, IDA



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ABSTRACT

One year after the Defense Documentation Center (DDC) changed its policy on July 1, 1968, in regard to supplying hard copy of reports and/or microform, it is increasingly evident that a number of common problems are being experienced by the users of the DDC Technical Report Service.

In this regard, Mrs. Ruth Smith, Head Librarian of the Institute for Defense Analyses (IDA), invited thirty of the other top 200 users in the Greater Washington, D.C. area to attend an unofficial meeting in June 1969 to explore mutual problems and possibly provide feedback to the DDC and the Clearinghouse for Federal Scientific and Technical Information (CFSTI).

Discussions among forty-five representatives who participated by mail or in a series of meetings, a questionnaire (DDC user survey), and committee reports summarize basic user concerns, provide selected statistics and look at (1) abstract bulletins and indexes, (2) categories for selective dissemination of information (SDI), (3) field office viewing facilities, and (4) acquisitions procedures.

A number of recommendations are made in CONCLUSIONS.



ABSTRACT BULLETINS AND INDEXES

Presented here are recommendations for improvement of U.S. Government Research and Development Reports (USGRDR) as an announcement and indexing publication, concerns about government information services in general, and some suggested areas for examination.

Committee:

Lorna Moore, Chairman

TRW Systems

Regina Nellor

Institute for Defense Analyses

Mae Preston

TRW Systems

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U.S. Coast Guard

Department of Transportation



Many of us, experienced in the use of abstracting journals, including those of DDC, NASA, and AEC, are now having to consult, much more frequently than before, the Clearinghouse journal and its index.

It is a difficult bibliographic tool. To begin with, none of us can quite remember its name. U.S. Government Research and Development Reports is not a quick verbal reference, partly because we all spend much of our working day among research and development reports, without the capital letters, and these words simply fail to bring to mind a specific publication. We recoil at the thought of the letters USGRDR either spelled out or attempted (unsuccessfully) as an acronym.

The most natural and functional title would be Clearinghouse Abstract Bulletin. CAB would be as easy to remember as TAB. Or there could be a Clearinghouse TAB just as there is a DDC TAB.

On the front cover and the spine of each volume there is no indication of which accessions numbers are to be found inside. Obviously, there can be no such indication. A glance at the Report Locator List of any single recent issue will show why. One, chosen at random, lists 26 different kinds of accession numbers, because it is now Clearinghouse policy to assign no accession numbers of its own to the reports formerly distributed by other agencies. That a short, inclusive series of numbers cannot be shown on the spine for the convenience of the user who must guess at the contents is a fact that may sound unimportant. But it is a symptom of a lack of sufficient regard for the user.

In arrangement and form, the USGRDR and Index are cluttered. We offer the following suggestions:

- •The price of the reports should be deleted from the Index, except when it differs from the standard charge. The standard charge is explained in the introduction to the Index and is noted with the abstract. Repetition is unnecessary.
- •The contract index would be helped by deletion of the word "contract" before each item in the alphanumeric list. (See Examples 1 and 2.)
- •The corporate author index should be modeled on the one used in TAB. Report numbers should be included in the corporate author entry, and those entries with report numbers should be arranged, within a corporate author, by report number. Entries without report numbers should be arranged alphabetically by title, rather than numerically by accession number. (See Examples 3 and 4.) Or all entries within a corporate source could be arranged alphabetically by title, without reference to report numbers.



• The alphanumeric ordering in the personal author index, probably in the corporate author index, and certainly in the report number index, appears whimsical. (See Examples 5 and 6.)

Our quarrel with the report number index is not that the Clearinghouse doesn't pick up a report number, but that we can't find it. The following suggested changes would make it like the one in TAB:

- 1. Report numbers without letter prefixes should be cited in the beginning of the index and should be arranged in numerical order.
- 2. Within a single letter of the alphabet, report numbers with a single letter prefix should begin the listing and should be arranged in numerical order.
- 3. Double, triple and quadruple letter prefixes should follow, respectively; and should be arranged alphanumerically.
- 4. Filing by report number prefixes should be at least to the third letter. (See Examples 7 and 8.)

In the abstract journal, the practice of cross referencing by repeating the bibliographic entry, complete except for the abstract, is more confusing than helpful. It would be preferable to print the referenced accession numbers only, with the key to their location, either at the end of a specific abstract, or more generally, at the end of the subject field listing. There would then be only primary entries printed out as in TAB. (See Examples 9 and 10.)

It is also recommended that the format of the primary entries be altered as follows:

- 1. Accession number
- 2. Corporate author
- 3. Personal author(s)
- 4. Date
- 5. Report number(s); contract number(s)
- 6. Special ordering instructions, if any
- 7. Descriptors and/or abstract
- 8. Cross reference, if any, by PB number and location key

The accession number should be in *bold* print preceding the abstract. This number is the first visual reference point for a reader who has been referred from the index to the abstracting journal. It is usually the very symbol he is searching for. Moreover, the entries are in order by this number. It should head the bibliographic entry.

If we seem to be holding up the DDC TAB as an ideal, we can only say that it should be. It has grown, after many painful years, into a fine research tool.

The rest of our comments have deeper implications. We wonder about the use of report numbers as accession numbers, and about the use of AD numbers and N-numbers in the Clearinghouse journal. The possibility of assigning PB numbers to all reports included in it



should be explored. The report number index could provide cross reference to any other numbers. Perhaps TAB could use only AD numbers and USGRDR only PB numbers, making the distinction between open reports and the security sensitive ones clearer.

The convention of grouping abstracts under the large subject categories in the abstract volume should be re-examined. NSA abstracts are listed in strictly numerical order, and this is a functionally successful publication. The COSATI fields and sub-fields are essential, of course, but they are always noted with each abstract, and the list of fields is in the front of each issue. Greater use could be made of the computer-produced bibliographies in the subject areas we need, in order to compensate for the loss of the classified arrangement.

One characteristic of an effective information system is its own clearly defined and announced purpose and limits. This is what makes its use by a varied public possible. We know what to expect of the twenty or so good periodical indexes in common use in the United States, but we can no longer that Certain what to expect of the report literature abstracting journals.

The Clearinghouse has perhaps been asked, too hastily, to do too much. One has the feeling that this hurried expansion was imposed upon it so that it could serve as a cashier to take care of the necessary payments for documents rather than for reasons connected with the intellectual organization of information.

Whatever the reason, it is a fact that its function has become blurred and this has weakened the other government-sponsored services too.

We recognize that the problems to be met in organizing the report literature are complex. Unlike the discipline-defined indexes to the journal literature, the report announcement publications have always been catalogs of collections. If a collection itself is not a rather clearly defined body of literature, then its catalog, no matter how painstakingly and expertly done, is not one we can turn to for help with our own clearly defined needs. As users, our needs are always defined. Most of the time we are looking for specific reports. To search for them in the dark is an expensive game.

We hope that some of these questions can be explored, with the user firmly in mind, so that these services can become more functional and responsive.



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EXAMPLE 3: USGRDR Corporate Author Index - Entries Arranged by Accession Number

AIR FORCE AVIONICS LAB WRIGHT-PATTERSON AFB OHIO

AFATL-TR-68-140 AIR FORCE FLIGHT DYNAMICS LAB WRIGHT-PATTERSON AFB OHIO Antipersonnel/Antimateriel Mechanisms AD-501 863 Fld/Gp 19/1 AFATL-TR-68-145 Skin-Activated Compounds for Marking and Detection. AD-501 772 AFATL-TR-69-42 Analytic and Experimental Interior Ballistics of Closed Breech Guns. Fld/Gp 19/4 AIR FORCE AVIONICS LAB WRIGHT-PATTERSON AFB OHIO AFAL-TR-63-129 Guidance Sensor-Interceptor Mission Interface Analysis. AD-501 912 Fld/Gp 17/7 AFAL-TR-68-302-Pt-1 Evaluation of Contiguous Subcarrier Barrage (CSB) Jamming Technique. Part I: Laboratory Evaluation Program. AD-501 709 Fld/Gp 17/4 AFAL-TR-68-311 Cooperative Countermeasures System Study. Fld/Gp 17/4 AFAL-TR-68-368 Penetration Aids for Tactical Fighters. AD-501911 Fld/Gp 17/4 AFAL-TR-69-17 Crossed-Field Amplifier System Analysis. PENVAL Program. AD-501 699L Fld/Gn 17/4 ** TR.69-18

AFFDL-TR-69-24 Development of a Miniature Capacitive Resolver. AD-852 715 Fld/Gp 17/7 . . . AIR FORCE FLIGHT TEST CENTER EDWARDS AFB CALIF AFFTC-SD-69-7 A-7D Performance Military Preliminary Evaluation. AD-852 953 Fld/Go 1/3 Fld/Gp 1/3 AFFTC-TR-69-10
F-111A Category II Stability and Control AD-852 943 Fld/Gp 1/3 AFFTC-TR-69-15 Evaluation of the UH-IF Helicopter with Thin Tip Main Rotor Blades. AD-852 926 Fld/Gp 1/3 AIR FORCE INST OF TECH WRIGHT-PATTERSON AFB OHIO SCHOOL OF ENGINEERING GAM/AE/69-6 Two-Dimensional Viscous Compressible Flow in a Slender Channel. AD-852 673 Fld/Gp 20/4 GAM/AE/69-8 A Computer Analysis of Pressure Distribution over Slender Bodies at Subsonic Speeds.
AD-852 674 Fld/Gp 20/4 CAM/AE/69-9

AFML-TR-68-350 Development of Cutter Geometry Based on Material Properties. AD-852 856 AFML-TR-69-6 Effect of Notches on Fatigue Strength of Composite Materials.

AD-853 045

Fid/Gp 1 1/2 Fld/Gp 1 1/2 **AFML-TR-69-27** Nickel-Base Superalloy Oxidation AD-852 999 Fld/Gp 11/6 AFML-TR.69-37-Vol-1
Manufacturing Methods for UHF Amplifier
Tabe. Volume I.
AD-852 761
Fld/Gp 9/1 AFML-TR-69-37-Vol-2 Manufacturing Methods for UHF Amplifier Tube. Volume II. AD-852 762 Fld/Gp 9/1 AFML-TR-69-60 Ultimate Strength Analysis. AD-852 995 Fld/Gp 1/3 AFML-TR-69-77 Friction and Wear of Solid Materials Sliding in Ultrahigh Vacuum and Controlled, Gaseous Environments. AD-853 047 Fld/Gp 11/8

AIR FORCE MISSILE DEVELOPMENT CENTER HOLLOMAN AFB N MEX MDC-TR-69-35

Final Trajectory Report on WTR Flight 0212. AD-501 762L Fld/Gp 14/5 MDC-TR-69-36

EXAMPLE 4: TAB Corporate Author Index - Entries Arranged by Report Number



n-wiew of V/STOL

PCTIOSS, SEAR STRENGTH OF ADDRESS CONTROL STRUCTURAL PLATE PIPE. PR-183 590 138 HCR 3.00 HPR 0.65 JOERSON, R. B. WATER YAPON ARSONPTION MEASUREMENTS USING A ROBY LASER, PD-183 466 4A HCR 3.00 HPR 0.65 725. Li JORRSON, ROCER B.
BRPRIFT GROWTH OF BIFT VALLEY PRIZE VIROS IN HOMAW DIPLOID
(BI-38) CELLS.
AD-686 359 68 HCB 3.00 RPB 0.65 SPRCIPICALLY SYRLOPING ALONG THE STEEN SLOPE OF THE 'ART 1. I MCS 3.00 MPS 0.65 JORREOR, TRYS B.
IRPROTER RETURNS FROM BIRM PRODUCTS THROUGH USE OF OPERATIONS HOSEARCH TROUBURS.
PR-183 379 12B HCB 3.00 SPECIFICALLY BYELOPING ALONG THE STEER SLOPE OF THE PART 2. IB BCE 3.00 MPR 0.65 128 HCB 3.00 HPB 0.65 JOHNSON, BALTER A.
OUTPUT BIGGAL-TO-BOISH BATIO IMPROVEMENT IN ANGLE RODULATION
STRIBEN TREOUGH PRE-MEPHASIS AND DR-CAPRASIS,
AD-686 468 9D RCH 3.00 MPR 0.65 JORDOOR, B. C.
BESSACCS AND DEVELOPMENT IS UTILIZATION OF SOLP-SUSTAINED
BLECTHOR BRISSION INVESTIGATION.
AD-R48 240 94 RCS 3.00 RPS 0. EBOLOSY OF A 3 PRECE (ROCCUS in MCS 3.00 BPS 0.65 94 RCB 3.00 RPB 0.65 JORESON, S. P.
THE BARK II PROTOTYPE CASBORYDBATE ABALYZZE DESCRIPTION AND OPERATION, PD-183 556 61 HCB 3.00 BPS 0. . SCB 3.00 RPB 0.65 61 HCB 3.00 BPB 0.65 JOHEBSON-BREVELI, R. I. IR VITHO BIOLOGICAL TESTING OP PROSTHETIC MATRRIALS. PR-183 315 6L HCR 3.00 HPR 0.65 BE SITE SILANDS. * JOHR, BOWARD J. ARRA HARDBOOK POR UGARDA, AD-685 941 JATING PILOT ARRA RARDBOOK POR ROZARBIQUE, AD-686 154 RCB 3.00 BPB 0.65 BPB O.f uge-

EXAMPLE 5: USGRDR Filing of JOHN

	AU-852 604 FId/Gp 1/3	
timoh 1115	AD-032 004 FIU/OP 1/3	S/N 002.
• • •	JOHN, FLOYD I.	AD-852 475 Flc
Band Pulsed Coaxial Magnetron.	440L O and M Program.	• • •
55L Fld/Gn 9/1	AD-501 740 Fid/Gp 12/	
• • •	• • •	Control and Stability of Rotary Wi Part III. Longitudinal Motion,
ARRY lynamic Properties of Rocket Com-	JOHNSON, B. W. TROIKA Study. Volume I.	AD-852 873L Fld/
'roducts.	AD-501 688L Fld/Gp 22/	
10 Fid/Gp 21/9.2	TROIKA Study. Volume II.	JYLHA, S.
• • •	AD-501 689L Fid/Gp 22/	The Laser in Tank Weapon Applic AD-852 960L Fid
CARMINE L. Reflective Luser Detector Diode.	TROIKA Study. Volume III. AD-501 690L Fld/Gp 22/	
94 Fld/Gp 9/1	TROIKA Study. Volume IV.	KAC.M.
• • •	AD-501 691L Fld/Gp 22/	Lecture Series on Differential Eq
, JOHN M.	• • •	sion 7. Stochastic Differential Equ AD-852 680L Fic
gical Examination of Production	JOHNSON, J. F.	AD-832 080L FIC
d 175 MM M113 Gun Tube Forgings	Radio Guidance of Missile 105D/1202	
roved Properties. 2 Fld/Gp 11/6	AD-852 753 Fld/Gp 17/	7 KAHLER, F. C.
2 Fiu/Op 11/6	Mark II Airborne Guidance Equipment (patibility Tests,	riopagation-ratii Simulator.
DS.	AD-852 832 Fld/Gp 17/	7 AD-852 879 Fld/
arning Feasibility Study.	• • •	***************************************
8L Fld/Gp 15/3	JOHNSON, READ, JR	KAMRASS, MURRAY
• • •	Dispersion Strengthened Metal Struc	tural Internal and External Checks of the Evaluation System.
D R	Development.	1 AT 501 0001 E14/
oduction (IP) Test of Truck, Utility.	AD-853 049 Fld/Gp 11/	6 1 12 301 372
4x4, M151A1C, USA Reg No. 3 Serial No. 08012	OUNCON STEPHEN II	KANE, WILLIAM E. Guidance Senter Intercentor Mil

EXAMPLE 6: TAB Filing of JOHN



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X-713-69-67
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8HH1-943
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AD-686 336
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Varying Multiple Letter Prefixes Interfiled

EXAMPLE 7: USGRDR Report Number Index



REPORT NUMBER INDEX

Fld/Gp 19/1

	j	REPORT
3SR-76	abaniar	AD-501 781
Research to Investigate the Me- Transient Radiation Induced Lat tegrated Circuits. AD-852 862 Fid	chansms of tchup in In- /Gp 9/5	4960-U-2-Pt-2-I Evaluation tors.
19.69	•	AD-853 017L
	/Gp 21/8	\$864-FR1 Weaponiza head. AD-501 864
Performance and Psychophysiolog tion Dynamics in a Serial Avoidance Conflict Situation formance-Related Reward, AD-852819 Fld	gical Activa- Approach- with Per- /Gp 5/10	6400-189-P Report of I Image Int Processing AD-501 923
56 Phenothiazinelike Effects of an matoric Substance QB 07A on Fet Behavior in Rats,	Anti-inflam- er-motivated	6482-F Blood Press Visual Read AD-852 555L
AD-852 820 Fld 59	/Gp 6/15	7142-40-B
Measurement of Perceived Oscilla AD-852 821 Fld	/Gp 5/10	IRIA Ann Literature, AD-501 673
Perceived Direction of Rotary Mo AD-852 822 Fld 69SD490-1 A		8053-F Research o posites. AD-852 8601
Damage Coupled Re-Entry Dyngram (REDYP 3A). Volume 1 - Manual.	namics Pro- Engineering /Gp 22/2	10555-6057-R8 Effects of N Motion An AD-501 7881
69SD490-2A Damage Coupled Re-Entry Dyngram (REDYP 3A). Volume Manual.	namics Pro- 11 - Users	11172-6011-T7- Integrated Volume 1. AD-501 9161
AD-852 919L Fid	/Gp 9/2	AD-501 9161 11172-6012-T7
R/V Technology and Observable Phase IB.	es Program, /Gp 22/2	Integrated Volume 2. AD-501 917L
69TMP-4 A Fortran Code for the Calcular and LF Propagation in a Nuclear I (WEDCOM). AD-852 920L Fld	-	20725-FR Fluidic Th System for t AD-852 858
100	/Gp 9/2	A/M-Ref-68-257 Simulation
	/Gp 6/15	Meteorolog AD-852 690
104-69 High Visibility Display. AD-852 925 471-2550-911	/Gp 9/1	AA/ES-69-2 Further De Constitutive AD-853 048
Adaptive Target Tracker. AD-852 870L Fid.	/Gp 17/7	ADTC-TR-69-24 Meteorolog
788-1 A Description of the Office of Nav Motion Generator.	val Research	Meteorolog port (Thirty 20 Apr-13 J AD-852 547
AD-853 013L Fkd. 1652-13-P-2 Measurement of Target and Characteristics. Volume II. Mici	/Gp 14/2 Background	ADTC-TR-69-49 Natural En Antipersoni AD-501 716
dies. AD-501 756 Fid.	/Gp 15/4	ADTC-TR-69-46 Developme
2358-10 Time Division Multiple Access an Array Systems. AD-853 050 Fid.		Developme Delay Fuzer AD-501 723 ADTC-TR-69-41
2684.2	/Gp 17/2.1	Limited Evi titude Proxi AD-852 606
Electromagnetic Boresight Contro of Radar Transmission Through a I AD-852 867 Fid.	Radome. /Gp 17/9	ADTC-TR-49-41 Test of For

		-
•	4960-U-2-Pt-2-PR-17 Evaluation of Effects of Shelf	Life on Capaci-
	tors. AD-853 017L	Fld/Gp 9/1
! 	\$864-FR1 Weaponization Study of the N	lass-Focus War-
		Fid 19
	6400-189-P Report of Project MICHIGAN Image Interpretation and Processing	l. Subproject 3: Sensor-Output
		Fld/Gp 14/5
	6482-F Blood Pressure Recording Dev Visual Readout.	vice with Audio-
	AD-852 555L	Fld/Gp 6/12
	7142-40-B IRIA Annotated Bibliograph Literature, Volume XIII, Numl AD-501 673	ny of Infrared ber I. FId/Gp 20/6
	8053-F Research on Whisker-Reinford	and Matel Com-
	posites. AD-852 860L	Fld/Gp 1 1/4
	10555-6057-R8-00 Effects of Navigation System E	From on Target
	Motion Analysis. AD-501 788L	Fld/Gp 19/5
	11172-6011-T7-00 Integrated Counterinfiltration	• •
	Volume 1. AD-501 916L	Fld/Gp 15/7
	11172-6012-T7-00	-
	Integrated Counterinfiltration Volume 2. AD-501 917L	Fld/Gp 15/7
	20725-FR Fluidic Three Axis Stability System for the CH-46A Helico AD-852 858	Augmentation pter. Fld/Gp 13/7
	A/M-Ref-68-25T	-
	Simulation Research to Dev Meteorological Prediction Cap AD-852 690	elop Objective ability. Fld/Gp 4/2
	AA/ES-69-2 Further Development of a 1 Constitutive Theory: Stress For AD-853 048	Thermodynamic mulation, FId/Gp 11/6
	ADTC-TR-69-24 Meteorological Sounding Roc port (Thirty-Four Vehicles Lau 20 Apr-13 Jul 68). AD-852 547	ket Launch Re- inched Between
Ì		Fld/Gp 19/7
	ADTC-TR-69-45 Natural Environment Test on	the BLU-54/B
		Fld/Gp 19/1
	ADTC-TR-69-46 Development Test of Two Typ Delay Fuzes. AD-501 723	es of Very Long
	AD-501 723 ADTC-TR-69-47	FId/Gp 19/2
	Limited Evaluation of the FMU titude Proximity Fuze.	J-56/B Low-Al- Fld/Gp 19/1
	ADTC-TR-69-48	-
	Test of Four Types of BLU-7 Bombs. AD-501 682	•
- 1	VD-301 095	Fld/Gp t9/2

•	
ADTC-7%-69-49 Explosive Hazards Test C8U-54/B Munitions. AD-832 973	of CBU-52/B and Fld/Gp 19/2
ADTC-TR-69-51 Co-npatibility Test of the ECM Pod on F-105D/F an AD-501717	QRC-397 Mark II
ADTC-TR-69-64 Evaluation of the QRC-39 AD-501 736	2 Signal Locator. Fld 17
AEC-WT-6210-1 Research on Thermal-Shorin Electronic Parts. AD-501 658L	ck-Produced Failure
AEDC-TR-69-56 Pitot-Pressure Measureme Nozzle System. AD-852.516	•
AEDC-TR-69-67 Aktitude Tests of Three Center Subscale Titan III- for Determination of The Performance. AD-852 517L	United Technology C/D Booster Motors
AEDC-TR-69-94 Performance of Two Herc Solid-Propellant Rocket Combined Effects of Sim Rotational Spin. AD-852 883L	ules , Inc., BE-3-A9 Motors Under the
AEDC-TR-69-102 Aerodynamic Calibration AEDC-PWT 16-ft. Supe Mach Numbers from 1.50 AD-852 942	entonic Tunnel At
AEDC-TR-69-104 Pressure Distributions o Entry Vehicle At Mach N 5.5. AD-853 072	n a Multipurpose umber 1.5, 3.0, and Fld/Gp 1/3
AEDC-TR-69-114 Calibration of the AEDC-I Tunnel with Variable Po Walls. AD-853 073	PWT 1-Ft Transonic rosity Test Section
AC-853 073 AERL-RR-323 Instability of Hall MHD (neto-Acoustic Waves. AD-853 084	Fid/Gp 14/2 Generators to Mag- Fid/Gp 10/2

AEW-4/69
TIDE Class Tankers. Five Bladed Noise
Reduced Propeller Effect of Leading Edge
Modification,
AD-501 927L Fld/Gp 13/10

AFAL-TR-68-129
Guidance Sensor-Interceptor Mission Interface Analysis.
AD-501 912
Fld/Gp 17/7

AFAL-TR-68-302-Pt-1
Evaluation of Contiguous Subcarrier Barrage
(CSB) Jamming Technique. Part I: Laboratory
Evaluation Program.
AD-501 709
FId/Gp 17/4

AFAL-TR-68-311

Cooperative Countermeasures System Study. AD-501 909 Fid/Gp 17/4

AFAL-TR-48-368
Penetration Aids for Tactical Fighters.
AD-501 91 1 Fid/Gp 17/4

EXAMPLE 8: TAB Report Number Index



4827-11 Bulk Synthesis of Fluoroexplosives.

4B. Meteorology

INFRARED HORIZON SENSOR ACCURACY IN THE ATMOSPHERIC ABSORPTION BANDS, Aerospace Corp., El Segundo, Calif. M. D. Earle. Jun 64, 31p TOR-269 (4540-80)-3 AF 04 (695)-269

Descriptors: (*Atmosphere, Infrared radiation), (*Horizon scanners, Effectiveness), Atmosphere models, Carbon dioxide, Band spectrum, Spectra (Infrared), Water vapor, Germanium, Design, Infrared detectors.

An analysis has been made of atmospheric radiance data which were computed by the weather bureau based on a variety of atmospheric models. Narrow spectral regions, located within the carbon dioxide absorption band centered at 15 microns, have been considered. It is shown that a spectral band approximately 1.7 microns wide centered very close to the absorption band shows promise, when the data is properly processed, of providing 1 sigma horizon sensor accuracies of about 0.05 degrees. A 'two color' technique involving the use of two spectral regions in the vicinity of the co2 absorption band is discussed. The possibility of using the 28.6 to 40.0 micron spectral region within the broad rotational water vapor absorption band is also considered. (Author)
AD-460 971

FEASIBILITY STUDY FOR AIRBORNE ICE-CRYSTAL DISDROMETER, Technical Operations Inc Burlington Mass For primary bibliographic entry see Field 14E. AD-676 991 HC\$3.00 MF\$0.65

DIURNAL WIND VARIATIONS IN THE STRATOSPHERE, Final rept. 1 Jan 65-31 Dec 67, Wilkes Coll Wilkes-Barre Pa Dept of Physics Alvan Bruch, Jae-Hyoung Park, Louis M. Pecora, Martin A. Yencha, and John J. Cupani. 31 Mar 68, 137p AFCRL-68-0373 Contract AF 19 (628)-4795

Descriptors: (*Stratosphere, Wind), Diurnal variations, Ozone, Absorption, Stability, Atmospheric temperature, Oscillation, Atmospheric tides, Gravity, Harmonic analysis, Sensors, Networks, Distribution, Sounding rockets, High altitude, Thermal properties, Excitation, Mathematical models.

EXAMPLE 9: USGRDR "See" References Interfiled With Abstract Entries



17/8, OPTICAL DETECTION

AD-626 146 Fid. 17/8, 20/6
CFSTI Prices: HC \$1.00 MF \$0.50
RESEARCH ANALYSIS CORP MCLEAN VA
ZOOM-OPTICS SURVEILLANCE DEVICE: A
FEASIBILITY PROTOTYPE.
Technical paper,
by Ronald R. Kessler, John W. McCall Jr., Paul
F. Michelsen, and Robert R. Redick. Nov 65,
15p. Rept. no, RAC-TP-193
Contract SD-212

Unclassified report

Descriptors: (*Binoculars. Optical tracking), (*Optical tracking, Binoculars), (*Detection. Binoculars), Counterinsurgency, Combat surveillance. Optical equipment, Feasibility studies, Experimental design

This report describes the operating principle, design characteristics and limitations of a variable-power optics device for maintaining continuous route surveillance from a moving vehicle in such a situation and considers possible military applications of a unit of more sophisticated design.

AD-626 089 See Fld. 17/3 AD-626 212 See Fld. 20/5 AD-626 467 See Fld. 22/3

17/9. RADAR DETECTION

AD-625 765 Fid. 17/9
CFSTI Prices: HC \$1.00 MF \$0.50
MICROWAVE ASSOCIATES INC BURLINGTON MASS
HIGH POWER FERRITE GAS DUPLEXER.
Quarterly progress rept. no. 5. 11 Jun-10 Sep 65.
by Fred A. Jellison. 10 Sep 65, 12p. Contract
NObsr-91203 Proj. SR-008-03-01 Task 9386
Unclassified report

Descriptors: (*Radar duplexers, Ferromagnetic materials). Radiofrequency power. Yttrium compounds, Iron compounds, Garnet, Ferrites. Heat transfer. Life expectancy, Failure (Electronics)

Analysis of the test results on the second YIG-D prototype duplexer indicate that the failure is due neither to non-linear behavior with peak power nor defective epoxy bonding, but to limitations in the thermal transfer properties of the YIG-D material. Further effort to reduce the length of the final duplexer design using YIG-D material are fruitless and should concentrate on optimizing the design of the previously successful TT2-113 model. (Author)

EXAMPLE 10: TAB "See" References at End of Abstract Entries



STANDARDIZATION OF SDI CATEGORIES

Standar	dization of descrip	ptors for DDC, C	CFSTI, NASA v	would permit n	nore efficient use
of SDI program	s. The committee	suggests correlat	ion of categori	es by definition	1.

Committee:

Cathryn C. Lyon, Chairman

Kay Campbell

Naval Weapons Laboratory

Control Data Corporation



The Defense Documentation Center (DDC), the Clearinghouse for Federal Scientific and Technical Information (CFSTI), and the National Aeronautics and Space Administration (NASA) issue fast announcement bulletins. However, all three use differing subject categories, fields and groups in listing documents by fields of interest.

In order to enable their users to make one selection of terminology and receive all three bulletins, the Naval Weapons Laboratory Technical Library (Dahlgren, Va.) is attempting to correlate the categories used in DDC's Group Announcement Bulletin (GAB), CFSTI's Clearing-house Announcements in Science and Technology (CAST), and NASA's SCANTOPICS to produce a user profile common to all three. This represents NWL's Current Awareness Program (CAP).

In working out this program, NWL found that the NASA SCANTOPICS, which number between 400 and 500 topics, the most comfortable to use. The user selects from categories already established in NASA's computer program and expensive individual profiling is avoided. The CFSTI subject categories were hard to specify because no hierarchical index was available to consult. (Even CFSTI's index of U.S. Government Research and Development Reports (USGRDR) is in straight topical, alphabetical order.) DDC uses subject fields and group structures based on those of the Committee on Scientific and Technical Information (COSATI).

Accordingly, the subject fields and group structures of DDC, the subject categories of CFSTI and NASA's SCANTOPICS are the basis of the NWL coordination. (See attachment.) The next step was to define the categories with general descriptors, trying to establish a correspondence for all three agencies.

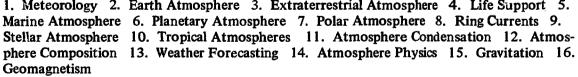
Even though at first glance it might not be easy for three information collection centers with divergent interests to see a coordination of terminology, first level descriptors could be further defined by the three computer programs of DDC, CFSTI, and NASA to provide terms such as those developed by NWL.

Since these three agencies, in addition to the Atomic Energy Commission (AEC), are the principal source of documents for the community represented by this group of DDC users, we recommend that interchangeable descriptors be developed and used, especially in the fast announcement services, so individual agencies need not develop expensive selective dissemination of information (SDI) or current awareness programs. If this were done, there would be DOD-wide savings in computer programs of this nature.



COORDINATION OF SDI CATEGORIES FOR DDC, CFSTI, AND NASA

DDC	CFSTI	NASA
Aerodynamics 0101	Aerodynamics 1	Aerodynamics 01
1. Lift 2. Drag 3. Factors A Revolution 5. Cylinders 6.	Affecting Pitch, Yaw, and Roll 4. Cones 7. Lifting Bodies	Aerodynamics of Bodies of
Aeronautics 01	Aeronautics 2	Aircraft 02
Noise 10. Sonic Boom 11. M	7. Flight Instrumentation 8. Affection Rechanical and Combustion Noise 3. Commercial Aviation and Genuircraft Safety	Generated by Aircraft. 12.
	Food and Assistations 14	
Agriculture 02	Food and Agriculture 14	
	Agricultural Economics 3. Agric	ultural Engineering 4. Agron-
1. Agricultural Chemistry 2.	Agricultural Economics 3. Agric	Space Sciences 30 (Parts of It)
1. Agricultural Chemistry 2. Agricultural Chemistry 2. Agriculture 6. Animody 5. Horticulture 6. Animody 6. Astronomy and 03 Astrophysics 1. Astronomy 2. Astrophysic 6. Lunar and Planetary Exploration and Planetary Astronomy 11. 13. Astronomical Photography	Agricultural Economics 3. Agricultural Husbandry 7. Forestry Astronomy and	Space Sciences 30 (Parts of It) Illar Astronomy 5. Cosmology 9. Lunar Surface 10. Solar 12. Astronomy Observatories ical Spectroscopy 15. Astron-





COORDINATION OF SDI CATEGORIES FOR DDC, CFSTI, AND NASA (Cont'd)

DDC	CFSTI	NASA
Behavioral and Social Science 05	Behavioral Science 7 and S.S. and Educa. 42 Economics 12 Information Science 17 Mgt. Planning 18	Aerospace Mgt. 3403 Information Tech. 3405

nel Adm. 9. Psychology 10. Sociology 11. World Law 12, World Space Programs

Biological and	Biological Science 8	Biological Science 04
Medical Science 06	Medical Sciences 23	Bio. Technology 05

1. Biochemistry 2. Bioengineering 3. Biology 4. BIONICS 5. Clinical Medicine 6. Environmental Biology (Includes Extra Terrestrial Life) 7. Space Medicine 8. Crew Safety and Protective Clothing (Escape, Rescue and Survival) 9. Life Support (Ecological and Physiological Factors) 10. Human Engineering 11. Radiobiology 12. Psychological Stress Factors from Space or Military Environment 13. Bioinstrumentation 14. Cybernetics 15. Sterilization for Space Research

Chemistry 07	Chemistry and Chemical Processing 9	Chemistry 06 Combustion 1/2 33

1. Chemical Engineering 2. Electrochemistry 3. Inorganic Chemistry 4. Organic Chemistry 5. Chemical Analysis 6. Physical Chemistry 7. Luminescence 8. Photo Chemistry 9. Com-

bustion

Earth Sciences Earth Science 11 Geophysics 13 and Oceanography 08 Oceanography 28 (Partly)	Earth Sciences and Oceanography 08		ı	
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1. Ocean Currents 2. Ocean Basins 3. Ocean Environment 4. Ocean Flow 5. Ocean Crust 6. Ocean Ridges 7. Ocean Temperature 8. Ocean Tides 9. Ocean Waves 10. Earth Planetary Structure 11. Earth Core 12. Earth Crust (Dry Land) 13. Earth Mantle 14. Mohorovicic Discontinuity 15. Continental Drift 16. Earth Currents 17. Earth Envelope 18. Geology 19. Hydrography 20. Hydrology 21. Marine Geophysics 22. Seismology 23. Geologic Structures 24. Topography

Electronics 09 and Electric Eng.	Electro- Technology 13	Electronic Eg. 09 Electronics 10

1. Radar 2. Components, i.e., Semiconductor Transistors 3. Antennas 4. Circuitry 5. Electrical Eng., i.e., Motors, Generators, etc. 6. Amplifiers 7. Feedback and Control Theory 8. Electromagnetic Radiation 9. Microelectronics 10. Computers 11. Information Theory 12. Subsystems 16



COORDINATION OF SDI CATEGORIES FOR DDC, CFSTI, AND NASA (Cont'd)

DDC	CFSTI	NASA Auxiliary Systems 03		
Energy Conversion 10	Power Source Devices 37			
	teries 3. Solar Space Power 4. Hems 6. Conversion Techniques 7.			
Materials 11	Materials 20 Plastics and Elastomers 36 Metals and Alloys 24	Materials, Metallic 17 Materials, Non- Metallic 18		
		4-11 4 61 1 5		
Glass 12. Coatings 13. Color	Elastomers 8. Alloys 9. Ceramic rants 14. Finishers 15. Fibers 16 aulic Fluids 20. Solvents 21. Wo	cs 10. Refractories 11. 6. Textiles 17. Composite		
Metal Crystals 6. Plastics 7. Glass 12. Coatings 13. Color Materials 18. Oils 19. Hydra	Elastomers 8. Alloys 9. Ceramic rants 14. Finishers 15. Fibers 16	cs 10. Refractories 11. 6. Textiles 17. Composite		
Metal Crystals 6. Plastics 7. Glass 12. Coatings 13. Color Materials 18. Oils 19. Hydra Rubber Products Mathematic Sciences 12 1. Applied Mathematics 2. No	Elastomers 8. Alloys 9. Ceramic rants 14. Finishers 15. Fibers 16 aulic Fluids 20. Solvents 21. Wood Mathematics and Statistics 21 Operations Res. 29 Automation and 6	cs 10. Refractories 11. 6. Textiles 17. Composite od and Paper Products 22. Mathematics 19 Computers 08		

1. Air Conditioning 2. Heating 3. Lighting 4. Ventilation 5. Civil Eng. 6. Industrial Eng. 7. Marine Eng. 8. Mech. Eng. 9. Safety Eng. 10. Lubricants 11. Bearing and Glass 12. Machining 13. Ground Transportation Machinery 14. Pumps 15. Vacuum Technology 16. Nondestructive Testing 17. Quality Control 18. Welding 19. Friction and Wear 20. Metal Forming 21. Turbomachinery 22. Construction 23. Hydraulic and Pneumatic Eng. 24. Industrial Processes 25. Tools 26. Machinery



COORDINATION OF SDI CATEGORIES FOR DDC, CFSTI, AND NASA (Cont'd)

DLC	CFSTI	NASA		
Methods and Eng. 14	Reprography and Recording Devices 40 Testing and Analysis 45	Facilities, Research and Support 11 Instrumentation and Photography 14		
	ost Effectiveness 3. Test Faciliti evices 7. Reprography 8. Sim			
Military Sciences 15	Military Sciences 25			
	4. Offense 5. Strategy 6. Ta Limited Warfare 11. Disarma			
Missile Technology 16	Cannot Tell What Its Using	Not Especially Applicable as Such		
1. Missile Launching 2. Ground Construction 6. Missiles	nd Support 3. Trajectories 4.	Warheads and Fuzes 5. Missile		
Nav., Comm., Detection and Countermeasures 17	Comm. 10 Nav. and Det. 26	Comm. 07 Nav. 21		

1. Space Communication 2. Reentry 3. Lunar 4. Interplanetary 5. Satellite and Space-craft Communications 6. Communication Satellites 7. Tracking 8. Communication Equipment 9. Communication Systems 10. Radio Noise 11. Communication Theory 12. Navigation Systems (Aircraft, Ships, Spacecraft) 13. Guidance Systems 14. Rendezvous and Docking 15. Acoustic Detection 16. Direction Finding 17. Electromagnetic and Acoustic Countermeasures 18. Infrared and Ultra Violet Detection 19. Magnetic Detection 20. Optical Detection 21. Radar Detection 22. Seismic Detection 23. General Detection 24. Target Acquisition 25. Torpedo Detection 26. Exhaust Detection 27. Telemetry

Nuclear Science and Technology 18	Nuclear Science 27 Reactor Tech. 39	Nuclear Eng. 22 Physics, Atomic Molecular and Nuclear 24
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- 1. Nuclear Physics 2. Atomic Physics 3. Molecular Physics 4. Radioactivity 5. Isotopes
- 6. Nuclear Explosions 7. Nuclear Instrumentation 8. Radiation Shielding and Protection
- 9. Reactor Technology 10. Reactor Materials 11. Radioactive Wastes and Fission Products
- 12. Reactor Physics



COORDINATION OF SDI CATEGORIES FOR DDC, CFSTI, AND NASA (Cont'd)

DDC	CFSTI	NASA		
Ordnance	Ordnance	Not Applicable		
-	s 3. Pyrotechnics 4. Bombs 5 9. Fire Control and Bombing Sy	-		
Physics 20	Physics (Gen.) 32 Physics (Hi Energy) 33 Physics (Sol.State) 34 Plasma Res 35 Optics 30	Physics (Gen.) 23 Physics (Plasma) 25 Physics (Sol.State) 26 Fluid Dynamics 12 Masers Thermodynamics 33		
and Lasers 6. Optics 7. Par	phy 3. Electricity and Magnetism ticle Accelerators 8. Particle Phy Theory and Relativity 11. Mecharmodynamics	sics and Nuclear Reactions 9.		
Propulsion and	Fuels and	Propellants 27		

Propulsion and Fuels 21	Fuels and Lubricants 15 Propulsion Sys. 38	Propellants 27 Propulsion Sys. 28
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- 1. Combustion and Ignition 2. Electric Propulsion 3. Fuels 4. Jet and Gas Turbine Engines
- 5. Nuclear Propulsion 6. Reciprocating Engine 7. Rocket Engines 8. Rocket Propellants
- 9. Engine Components 10. General Engine Concepts 11. General Propulsion Concepts 12. Liquid Propellants 13. Solid Propellants 14. Rocket Nozzles 15. Rocket Thrust Chambers, Auxiliary Propulsion

Space Space Mechanics 43 Technology 22 Space Vehicles 44	Space Radiation 29 Space Sciences 30 (Parts of It) Space Vehicles 31
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1. Astronautics 2. Spacecraft 3. Space Craft 4. Trajectories and Reentry 5. Space Craft Launch 6. Vehicles and Ground Support 7. Space Radiation 8. Cosmic Radiation 9. Solar Radiation 10. Radiation Belts 11. Reentry Vehicles 12. Lunar Vehicles 13. Planetary Vehicles



FIELD OFFICE VIEWING FACILITIES

	There	e is a	cons	ensus	that	a	genuine	need	exists	for	the	immediate	scanning	of docu-
ments.	The c	omm	ittee	recom	mend	is 1	the re-es	tablisl	nment	of a	Fie:	d Office or	equivalen	t viewing
facilitie	s in tl	he Gr	eater	Washi	ngton	D	.C. area.							

Committee:

Ruth R. McCullough

Westinghouse Defense & Space Center



Any questionnaire or survey of Defense Documentation Center (DDC) users probably would elicit a unanimous request for a DDC Field Office "so I can run down and look at what they have." Known needs indicate that a relatively small but critical percent of urgent requests could best be served by the easy accessibility of facilities to scan documents immediately.

The alternative to a Field Office service which allows a user to view documents before ordering is to request a DDC subject bibliography and then order copies of all the documents listed. Quite obviously this is wasteful in terms of time, personnel and materials. It is expensive for all concerned. The redundancy of documents to be ordered, received and reviewed by the user is high. The unnecessary workload of reproducing, handling, controlling and shipping unneeded copies is a drag on the flow of needed documents. Time is a critical concern when the user has a short-term study or must respond to a request for a proposal.

Therefore, it is recommended that a viewing facility be established in the area of Greater Washington, D.C. If a DDC Field Office proves not to be feasible, investigation should be made of the possibility of establishing area depositories in public or private facilities where properly cleared users, upon request and through established channels, could view documents before ordering or instead of ordering.

DDC already has plans for selective dissemination of information (SDI) using COSATI descriptors and fields. Depositories could be selected and designated according to these same subject categories.

The committee is willing to assist and cooperate in any way toward investigation and/or implementation of this recommendation.



ACQUISITIONS PROCEDURES

The confusion in regard to use of DDC forms leads to a recommendation for greater user orientation, clearer instructions and simplification of the forms themselves.

Committee:

Kay Campbell, Chairman

Paula Strain

Lucille Achauer

Control Data Corporation

Booz-Allen Applied Research, Inc.

Naval Ship Systems Command



The most consistent problem with both the DDC and CFSTI ordering forms and procedures stems from a lack of understanding on the part of the users. The committee believes that this could be remedied by giving the contract monitor full instructions on the use of DDC and its forms. It is suggested that courses be initiated at DDC or the user facility explaining what the forms are and how to use them. Also it is recommended that DDC issue several copies of all necessary DDC forms to a facility when a new contract is registered. In addition, it has been suggested that all forms have a prepunched user's code.

Special emphasis should be placed on the use of Form 55, Request for Limited Document. Much of the confusion surrounding the use of this form would be eliminated by educating private industry and government contractors in what is required from each before an "L" document can be ordered. Since this is less of a problem for the military activities than for private industry, perhaps two Form 55s are needed.

The committee feels that Form 1 would be more useful to the user if it were issued in multiple copies. This would enable the requester to have one for filing. By placing DDC's and CFSTI's addresses on the order form in the lower right hand corner, the user could employ window envelopes. This would save typing the address on plain envelopes.

It is recommended that two types of Form 1 be devised: one to order those documents with known AD numbers; and the other for those without AD numbers. When items ordered by bibliographic information and having no AD number arrive in house it is sometimes difficult to match it with the original order.

The final suggestion is that the Clearinghouse billings carry better identification of items. A method of determining the service charge for documents would also be appreciated.



DDC USERS' SURVEY

Based on responses from 18 major DDC users in the Greater Washington, D.C. area

The results of a questionnaire distributed for the purpose of identifying mutual problems and needs of the group, assessing the impact of DDC's July 1, 1968, decision in regard to service charges, and compiling selected statistics to support and illustrate these concerns.

Committee:

Donald C. Eising, Chairman

IBM Corporation

Dorothy B. Lear

Control Data Corporation

Joanne Lappin

Naval Ship Research & Development Center

Walter Templeman

Goddard Space Flight Center



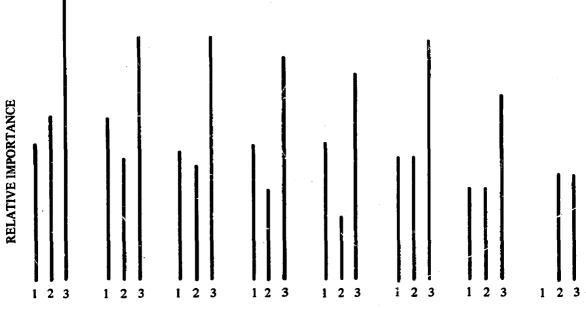
Mutual problems and needs (re-arrange in order of importance)

- 1. Response time
- 2. Cost
- 3. Space
- 4. User acceptance
- 5. Quality of copy
- 6. Equipment
- 7. Document processing
- 8. Other

RESPONSE:

Weighted according to importance as assigned in responses

- 1. Government Agencies
- 2. Government Contractors
- 3. Total



RESPONSE COST SPACE USER QUALITY EQUIPMENT DOCUMENT OTHER ACCEPTANCE OF COPY



Impact of DDC's July 1, 1968, Decision

RESPONSE:		Government	Government Contractor
Present ordering policy		Agency	Contractor
	Order only hard copy and pay, if necessary	y 5	
	Order either hard copy or microform, at request of user	6	6
	Order both hard copy and microfiche simultaneously, to hold microfiche in file and circulate hard copy	1	3
	Order microform and print hard copy inhouse automatically		
	Order microform and print hard copy inhouse only on demand		1
	Order microform to replace hard copy already held in file		3

Present equipment in use:

Reader Printers - 20 Microfiche Viewers - 64 Microfilm Readers - 4 Microcard Readers - 3 Microfiche Reproducers - 3

Number reporting no equipment - 2

QUESTION:

Present procedures for handling microforms

RESPONSE:

There appeared to be a variety of procedures for handling microforms.

Three organizations indicated no procedures at all because no microforms were ordered (or received).



Three other organizations indicated direct distribution of microforms to the requestor (i.e., no maintenance within library).

Five organizations file microforms by report number (e.g., AD number, report number).

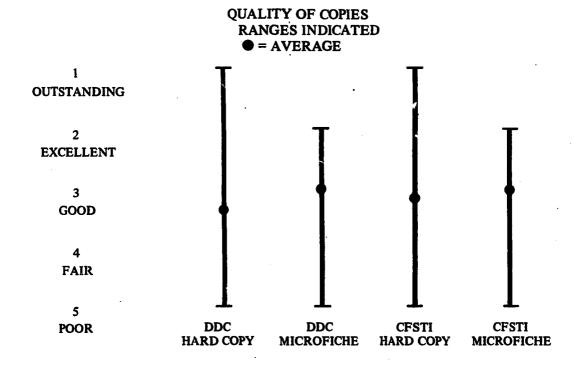
Another five organizations make an effort to mark unclassified log numbers and classified control numbers on envelopes and cover sheets or directly on the fiche by various methods (including typing/spraying or using white correction tape on the film).

QUESTION:

Quality of copies received from DDC and CFSTI (Rate 1 - outstanding, 2 - excellent, 3 - good, 4 - fair, or 5 - poor)

DDC hard copy DDC microform CFSTI hard copy CFSTI microform

RESPONSE:





User acceptance of microforms

RESPONSE:

There was a very mixed response to this query.

Only two replies indicate excellent or good acceptance of microforms.

Six replies indicate a degree of acceptance ranging from undecided, to reluctant (a nuisance acceptance) to improving.

Eight replies indicate poor to very slight acceptance. These include cases when no other copy is available or where no microform capability exists in the location.

OUESTION:

Future plans

RESPONSE:

The majority of responses (12) gave indication of a significant number of ambitious plans to increase the utilization of microforms. Included were these comments:

"Obtain more readers to provide convenient access throughout the plant, especially portable readers to permit more home study of information."

"We hope to get our own microfiche printer so we can produce our hard copy as required."

"To convert substantial portions of collection to microform."

"We plan to duplicate fiche to fiche as well as produce our own hard copy (via EL-4) to cut cycle time."

"Institute a retrieval system for the now-expendable microform."

"We hope to have only microform, with viewers in each user's office or office group."

Only two replies indicated limited or negative plans for microfiche and another two indicated no future plans at all.



Potentially useful services that could be provided by DDC or CFSTI or other source.

RESPONSE:

Responses were compiled and re-submitted to the participants for rating in order of importance.

- a. Eliminate Clearinghouse as a middleman between user and DDC
- b. Provide unified index of DDC and CFSTI by subject, title, etc.
- c. Improve the expediting service for urgently required documents from DDC
- d. Provide free hard copies
- e. Reduce number of limited documents by reviewing and changing policy on limitations.
- f. Simplify order card (i.e., prepunch user code, eliminate signature)
- g. Re-establish facility for viewing and reading DDC documents in the DC area
- h. Give more feedback on literature searches and search techniques
- i. Communicate more with users
- j. Standardize
- k. Provide remote query of DDC files (e.g., NASA-RECON)
- 1. Provide an SDI system based on keywords (not COSATI categories)
- m. Convert old DDC microforms to microfiche
- n. Update TEST (Project LEX Thesaurus)
- o. Lessen restrictions for DoD acquisitions
- p. Lease micro-readers to DDC users.

QUESTION:

Present programs for microfilming documents.

RESPONSE:

Five locations (two government agencies, three contractors) have a current program for microfilming internal reports which are unavailable from DDC.

One location feeds 16mm film into microfiche jackets, another generates microfiche via a locally developed microfiche camera, another is converting 16mm film to microfiche, another is supplementing its companywide microfiche program with locally produced 16mm film, and the fifth converts all hard copies of documents over five years old to microfiche.



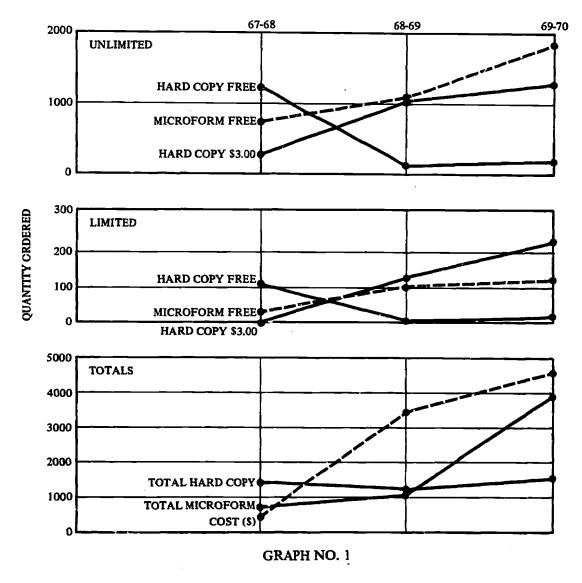
Total AD documents ordered July 1967 to June 1968, July 1968 to June 1969, and number estimated to be ordered July 1969 to June 1970.

Average time from order to receipt

RESPONSE:

First question charted on Graph 1

Second question charted on Graph 2





30

LIMITED HC FREE 68-69 LIMITED LIMITED HC \$3.00 67-68 → NO KECOKD LIMITED HC FREE → NO KECOKD

→ NO KECOKD UNLIMITED UNLIMITED UNLIMITED UNLIMITED UNLIMITED UNLIMITED HC FREE HC \$3.00 M/F 67-68 68-69 68-69 68-69 AVERAGE TIME FROM ORDER TO RECEIPT: RANGES INDICATED ■ = AVERAGE 1. GOVERNMENT CONTRACTORS
2. GOVERNMENT AGENCIES 12 WEEKS **11 WEEKS** 10 WEEKS 7 WEEKS 4 WEEKS 9 WEEKS 8 WEEKS 6 WEEKS **S WEEKS** 3 WEEKS 2 WEEKS I WEEK

GRAPH NO. 2

LIMITED M/F 68-69

LIMITED HC \$3.00 68-69

M/F 67-68

89-/9

O



CONCLUSIONS

Changes are recommended in policies and/or procedures of the Defense Documentation Center (DDC) and the Clearinghouse for Federal Scientific and Technical Information (CFSTI), as follows:

Abstract Bulletins and Indexes:

Standardize CFSTI's U.S. Government Research and Development Reports (USGRDR) and DDC's Technical Abstract Bulletin (TAB), preferably following the format and editorial policy of the latter.

Standardization of SDI Categories:

Coordinate subject categories used in DDC's Group Announcement Bulletin (GAB), CFSTI's Clearinghouse Announcements in Science and Technology (CAST), and NASA's SCANTOPICS so a field of interest profile for selective dissemination of information (SDI) can be developed from one selection of terms.

Field Office Viewing Facilities:

Re-establish a DDC Field Office, or equivalent viewing facilities, in the area of Greater Washington, D.C., where users can scan documents.

Acquisition Procedures:

Provide user-orientation with fuller instructions; re-design Form 1 to provide multiple copies and the use of window envelopes; and identify more clearly items included in CFSTI billings.

DDC Users' Survey:

Eliminate CFSTI as a middleman between the user and DDC; improve expediting service for urgently required documents from DDC; provide free hard copies; and reduce the number of limited documents by reviewing and changing policy on limitations.



PARTICIPATING LIBRARIES AND INFORMATION CENTERS

Army Materiel Command Harry Diamond Laboratories Connecticut Ave. & Van Ness St., N.W. Washington, D.C. 20438

Atlantic Research Corporation Shirley Highway at Edsall Road Alexandria, Virginia 22314

Bendix Corporation
E. Joppa Road
Baltimore, Maryland 21204

Booz-Allen Applied Research, Inc. 4733 Bethesda Avenue
Bethesda, Maryland 20014

Central Intelligence Agency Washington, D.C. 20505

Control Data Corporation 7735 Old Georgetown Road Bethesda, Maryland 20014

Control Data Corporation (WS&DSD)
11428 Rockville Pike
Rockville, Maryland 20052

Department of Transportation (FAA and Coast Guard) 800 Independence Avenue, S.W. Washington, D.C. 20546

Informatics, Inc. 4720 Montgomery Lane Bethesda, Maryland 20014 Institute for Defense Analyses 400 Army-Navy Drive Arlington, Virginia 22202

International Business Machines Federal Systems Center 18100 Frederick Pike Gaithersburg, Maryland 20760

NASA - Goddard Space Flight Center Greenbelt, Maryland 20771

NASA - Headquarters Library 600 Independence Avenue, S.W. Washington, D.C. 20546

NASA - Scientific & Technical Information Facility P.O. Box 33 College Park, Maryland 20740

Naval Air Systems Command 19th & Constitution Ave., N.W. Washington, D.C. 20360

Naval Oceanographic Laboratory Washington, D.C. 20390

Naval Ordnance Laboratory White Oak, Maryland 20910

Naval Research Laboratory Washington, D.C. 20390



Naval Scientific-Technical Intelligence Center Naval Observatory, Bldg. 52 Washington, D.C. 20390

Naval Ship R&D Center Washington, D.C. 20007

Naval Ship R&D Center Annapolis, Maryland 21402

Naval Ship Systems Command 18th St. & Constitution Ave., N.W. Washington, D.C. 20360

Naval Weapons Laboratory Dahlgren, Virginia 22448

Technical Operations, Inc. 1901 Ft. Myer Drive Arlington, Virginia 22209

TRW Systems 1735 I Street, N.W. Washington, D.C. 20006

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Box 1693
Baltimore, Maryland 21203

